

Charter

Joint FEMA/NRC Steering Committee on Emergency Preparedness

1. Purpose: This charter establishes the day-to-day procedures for the composition and operation of the joint Steering Committee on Emergency Preparedness (EP) as specified in the “Memorandum of Understanding [*MOU*] Between Federal Emergency Management Agency [*FEMA*] and Nuclear Regulatory Commission [*NRC*] Related to Radiological Emergency Planning and Preparedness.”

2. Scope: The FEMA/NRC Steering Committee on EP is intended to assure coordination of efforts to maintain and improve emergency planning and preparedness for nuclear power reactors as described in the NRC and FEMA rules and NRC/FEMA MOU on radiological emergency planning and preparedness. As such, the FEMA/NRC Steering Committee on EP serves as the normal point of contact for implementation of the elements contained in the MOU.

3. Background: The MOU established a framework of cooperation between the FEMA and NRC in radiological emergency response planning matters so that their mutual efforts will be directed toward more effective plans and related preparedness measures at and in the vicinity of nuclear reactors and fuel cycle facilities which are subject to 10 CFR Part 50, Appendix E, and other fuel cycle and materials licensees which have potential for significant accidental offsite radiological releases. The MOU is in response to President Carter’s decision of December 7, 1979, that FEMA take the lead in offsite planning and response, his request that NRC assist FEMA in carrying out this role, and the NRC’s continuing statutory responsibility for the radiological health and safety of the public. The general principles agreed to in this MOU are as follows:
 - FEMA coordinates all Federal planning for the offsite impact of radiological emergencies and takes the lead for assessing offsite radiological emergency response plans and preparedness, makes findings and determinations as to the adequacy and capability of implementing offsite plans, and communicates those findings and determinations to the NRC.
 - The NRC reviews those FEMA findings and determinations in conjunction with the NRC onsite findings for the purpose of making determinations on the overall state of emergency preparedness.

4. Committee Function: Assure coordination of plans and preparedness evaluation activities and revise, as necessary, acceptance criteria for licensees’, State, and local radiological emergency planning. NRC and FEMA will then consider and adopt criteria as appropriate in their respective jurisdictions.

To accomplish this, the FEMA/NRC Steering Committee for EP, at the direction of the respective agency co-chairpersons, shall:

- a. Conduct periodic meetings between FEMA and NRC Headquarters staff, to include Regional and other applicable Federal agency representation as appropriate, to review the status of joint radiological emergency preparedness (REP) activities as defined under the MOU and establish the appropriate prioritization of activities and designation of resources.
- b. Establish specifically defined working groups consisting of FEMA and NRC staff to coordinate development and resolution of significant issues impacting both FEMA and NRC programs and processes for the determination of adequacy of EP plans and preparedness within their respective areas of responsibility.
- c. Coordinate the briefing of NRC Commission and senior staff, FEMA senior management, and applicable government agency groups/committees on significant issues of interest or joint activities impacting REP activities and responsibilities.

5. Committee Membership

- a. Designation of Agency Co-Chairpersons shall be the following division director level positions:

- FEMA Director, Technological Hazards Division, National Preparedness Directorate
- NRC Director, Division of Preparedness and Response, Office of Nuclear Security and Incident Response

Each agency co-chairperson may also identify an alternate.

Per the MOU, co-chairs will be their designated agency representative with one vote per agency. When the Steering Committee cannot agree on the resolution of an issue, it will be referred to the following NRC and FEMA senior management:

- NRC Director, Office of Nuclear Security and Incident Response
- FEMA Deputy Administrator for National Preparedness

- b. Designated Committee Members (non-voting) will include, at a minimum:

NRC
Deputy Director, NSIR/DPR-EP
Branch Chief, NSIR/DPR

FEMA
Chief, REP Program Branch
Deputy Chief, REP Program Branch

FRPCC
Executive Secretariat

- c. A Committee Secretary will be appointed jointly by the NRC/FEMA co-chairpersons. The position may be alternated between agencies for a defined period of time based on the consensus of the co-chairpersons. The responsibilities of the Committee Secretary shall be as follows:
- (i) Ensure that meetings are conducted at the minimum frequency specified and will meet the minimum attendance requirements as specified below under **Meeting and Attendance**.
 - (ii) Agenda:
 - Develop a proposed agenda for upcoming meetings based on input from respective EP program branch chiefs, and obtain approval from the respective co-chairpersons (or designee). For a Level 1 meeting (as described under **Meeting and Attendance** below), the agenda should include, as a minimum, the status of outstanding action items and a status report out from current joint NRC/FEMA working groups.
 - Issue a final agenda in advance for a Level 1 or Level 2 meeting at least 5 working days and 15 working days respectively.
 - Coordinate logistical arrangements and attendance for the meeting.
 - (iii) Meeting Record:
 - Maintain a record of each meeting to include, at a minimum, the identification of issues discussed and conclusions reached. Record should also list action items identified, responsible individual(s), and targeted completion goal for each action item.
 - Obtain comments on draft record from presenters and NRC/FEMA EP program branch chiefs, and forward to co-chairpersons (or designee) for approval.
 - Distribute approved record to co-chairpersons, NRC/FEMA EP program branch chiefs, presenters, and others as designated. Goal should be to issue record within 10 working days of meeting.
6. Meetings and Attendance: At the direction of co-chairpersons, meetings may be designated which involve varying level of participation. Per the MOU, no meeting will be held without attendance and participation of at least the co-chairs or two assigned members of each agency (quorum).
- a. Level 1 Meetings will normally involve the participation of agency co-chairpersons, FEMA and NRC committee members (see **Committee Membership** above), and REP staff members required to support discussion of agenda topics. When items involving responsibilities of other NRC or FEMA offices, or Federal agencies, are to be specifically discussed, the respective Federal agency or NRC/FEMA office will be contacted and offered the opportunity to attend and provide input as deemed appropriate by co-chairpersons. A Level 1 meeting should be conducted at least once every calendar quarter or more frequently, as appropriate.

- b. Level 2 Meetings will involve the participation of FEMA/NRC Headquarters REP staff (Level 1), but would also include representation for Regional REP programs and other Federal agencies, as directed by co-chairs. The purpose will be to discuss and gain alignment of key issues and challenges. A Level 2 meeting should be conducted at least annually or more frequently, as appropriate.
7. Terms: This charter goes into effect upon the date of signing by the FEMA Deputy Administrator for National Preparedness, and by the NRC Director for the Office of Nuclear Security and Incident Response. The charter may be terminated by either signatory with 90 days written notice, or may be amended in writing with the mutual consent of both signatories.
8. Approval: This charter establishes the day-to-day procedures for FEMA/NRC Steering Committee on EP as specified in the MOU between FEMA and NRC related to radiological emergency planning and preparedness, and does not alter the defined purpose and working arrangements as established in this MOU.

Roy Zimmerman /RA/
Roy Zimmerman, Director
Office of Nuclear Security and Incident Response
U.S. Nuclear Regulatory Commission

Timothy Manning /RA/
Timothy Manning, Deputy Administrator
National Preparedness Directorate
Federal Emergency Management Agency

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Roy Zimmerman /RA/
 Roy Zimmerman, Director
 Office of Nuclear Security and Incident Response
 U.S. Nuclear Regulatory Commission

Timothy Manning /RA/
 Timothy Manning, Deputy Administrator
 National Preparedness Directorate
 Federal Emergency Management Agency

DISTRIBUTION:

J. Kish, FEMA M. Leach, NSIR C. Miller, NSIR DPR R/F

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Office	NSIR/DPR:BC	OGC	NSIR/DPR:D	NSIR:D
Name	JAnderson	HBenowitz	MLeach	RZimmerman
Date	06/01/09	06/11/09	06/11/09	06/11/09

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